

ADMINISTRATIVE INTERNAL USE ONLY

6 February 1976

MEMORANDUM FOR: Chairman, Automation Task Force

SUBJECT : FBIS Objectives for FY 1976 and the TQ --
Mid Year Review

A meeting with Mr. Proctor has been tentatively scheduled for 11 March 1976, 1400-1500 hours, to review FBIS' performance against its FY 1976 and TQ Objectives. [redacted] (in Mr. [redacted] absence) and I will attend.

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You have overall responsibility for Objective #1. In order to prepare for the 11 March session, the following steps are now required:

- a. By 27 February, please submit to me a concise paragraph on the status of Objective #1. This paragraph should briefly address accomplishments (or lack thereof), significant problems, and prospects.
- b. [redacted] will review the paragraph, and then we will set up a meeting to discuss the objective with you.
- c. The paragraph, amended as needed, will then be forwarded to Mr. Proctor by 5 March for his perusal prior to our 11 March meeting. This will enable all participants at the 11 March meeting to concentrate on important issues within the allowable time-frame.

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Your cooperation is appreciated. Please let me know if I or anyone else on the staff can help you in any way.

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[redacted]
Chief, Executive & Planning Staff

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